

## Enclosure 2 - Timeline to 4ID(M) DISCOM Policy Letter #15 - Company Change of Command Procedures

### **CHANGE OF COMMANDER INVENTORY TIMELINE (MAY BE MODIFIED BASED ON METT-T):**

D-60: The Battalion Commander issues instructions and guidance on the conduct of the change of command inventory to the incoming and outgoing company commanders. The duties of the responsible officer (Para 9-5, DA Pam 710-2) are then reviewed by both.

D-40: The incoming and outgoing commander receive an orientation by the Division PBO/Tm Chief, then publish a notice of the forthcoming inventory and request all unit property on loan be returned. An inventory sequence is then developed and included on the company training schedule.

D-35: The incoming and outgoing commanders execute a 100% physical inventory (IAW Para 9-5, DA Pam 710-2-1) and update all unit sub-hand receipts.

D-14: The incoming and outgoing commanders update the PBO on the progress of the inventory and establish the cutoff date for all shortage annexes and adjustment documents to be completed. The incoming commander will then establish a date for producing updated company hand receipts with the incoming commander's signature block.

D-7: All change documents, AARs, and initiated reports of survey are submitted to the PBO.

D-5: The Battalion Commander is debriefed on the completed inventories and submits a change of command after action report to the DISCOM Commander, to include: the Battalion Commander's letter of instruction to the incoming commander, the assumption of command orders, a DA Form 1687 (signature card for the incoming commander, and the memorandum for the change of command 100% inventory, and losses).

D-2: Organizational property is signed over to the new commander at a meeting chaired by the DISCOM Commander, with the incoming and outgoing company commanders, the Battalion Commander, and the PBO Team Chief present.

D-Day: Change of command occurs.

ALL DATES LISTED ARE NOT-LATER-THAN DATES.